

When to “Stamp” your Drawings

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Minnesota Statute § 326.12 requires a licensee or certificate holder to sign, date, and certify “each plan, drawing, specification, plat, report or other document.” Does this requirement apply to all documents created by your office? No, there are some exceptions. And may anyone in your office stamp any drawing? No, only those in direct supervision over the work may certify/stamp/seal the work. So, how do you determine if a document needs to include the certification and who should stamp the work?

Examples of documents that do not need to be certified:

- Intraoffice or Intracompany documents
- Drafts, preliminary, schematic or documents of a design development nature
- Record or “As-Built” drawings prepared by the licensee and submitted to a non-governmental client or company for record purposes

Examples of documents that do need to be certified:

- Drawings submitted to a public agency for review or permitting purposes (each sheet to be submitted must bear signature and certification)
- Project Manual or Specifications and Reports (signature and certification on first page only)
- Plats (signature and certification on first page only)
- Record or “As-Built” drawings prepared by the licensee and submitted to a governmental agency, if required by contract

Who may certify/stamp/seal documents?

- Only the licensed or certified person under whose direct supervision the work was performed
- Only valid licensees or certificate holders

You may not stamp or seal any documents if your license has expired or has been revoked or suspended. In Minnesota, a stamp, printed signature, or electronically-created signature may be used for certification on all types of documents, so long as it creates an accurate depiction of the licensed or certified professional’s actual signature. A licensee may not sign a plan, drawing or document dealing with professional services in which the licensee is not qualified to sign or seal by virtue of education and licensure. The licensee may approve and seal only design documents and surveys that protect the health, safety, and welfare of the public.

Please consult Minnesota Statute § 326.12, subd. 3, for the full statutory language on these issues.